

Judicial Administration Committee  
Judicial Conference of Indiana

**Minutes**  
March 14, 2003

The Judicial Administration Committee of the Judicial Conference of Indiana met at the Indiana Judicial Center on Friday, March 14, 2003, from 10:00 a.m. – 3:00 p.m.

1. Members present. Roland W. Chamblee, Michael H. Eldred, Steven M. Fleece, Karen M. Love, Judith S. Proffitt, Michael A. Shurn, P. Thomas Snow, David L. Welch and Frances C. Gull, Chair.
2. Staff present. Jeffrey Bercovitz provided the committee with staff assistance.
3. Guests present. Judge Steve Nation; Senior Judge John L. Kellam; and Adrienne Henning, Tom Jones, Ron Miller, and John Newman, State Court Administrator's Office were also present.
4. Minutes approved. The meeting minutes for the committee on January 10, 2003 were approved.
5. Indiana Case Management System.
  - a. Senior Judge Kellam proposed phases for development standard CCS entries.
  - b. Mr. Bercovitz distributed a copy of Trial Rule 77 and the Colorado Codes Trial Court Statistical Definition and Coding Manual with their standard entries for various case types.
  - c. Members of the committee drafted standard CCS entries for capital murder cases that could, in addition, be used in other criminal proceedings. Each entry has a type of entry designation, as well as designations for whether the entry should be used for Weighted Caseload purposes, notice should be sent, calendar should be set, and whether a Record of Judgments and Orders (RJO) entry should be made. See Attachment No. 1. The committee members agreed to continue work on standard CCS entries in this manner.
  - d. Committee members agreed to develop a list of motions for a specific case type for a "drop-box." Mr. Bercovitz agreed to email an attachment to each committee member with the draft standard CCS entries listed below. Each committee member agreed to revise his or her standard CCS in accordance with the example in Attachment No. 1. Any questions could be emailed to Judge Kellam at [jkellam@courts.state.in.us](mailto:jkellam@courts.state.in.us).
  - e. The following are the assigned areas for development of standard CCS entries:

Judge Chamblee	Misdemeanors; B,C and D felonies
Judge Eldred	Civil, Mortgage Foreclosure and Civil Collections
Judge Fleece	D felony, Infraction and Ordinance Violations
Judge Gull	Capital Murder, Murder, A felony
Judge Horn	Probate, including Estates and Guardianship and Trusts
Judge Love	Small Claims and Civil Collections
Judge Murray	PCR
Judge Pratt	PCR
Judge Proffitt	Mortgage Foreclosures, Domestic Relations, Adoptions and Paternity

Judge Shurn	CHINS, Crime Delinquents, Status Delinquents, Juvenile
Judge Snow	Miscellaneous, and Terminations
Judge Welch	Civil Plenary and Civil Tort
	Protection Orders

6. Next meeting. The committee agreed to hold their next meeting at the Judicial Center on the following dates: Friday, April 11, 2003; May 9, 2003; June 13, 2003; July 11, 2003; August 8, 2003 from 10:00 a.m. - 4:00 p.m. They also agreed to meet on Wed., September 10, 2003, from 10:00 a.m. - 12:00 noon in conjunction with the Judicial Conference and again on October 10, 2003 and November 21, 2003 from 10:00 a.m. - 4:00 p.m. at the Indiana Judicial Center.

Respectfully submitted,

Jeffrey Bercovitz, Director  
Juvenile and Family Law

## CASE TYPE - CAPITAL MURDER

Type of Action:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>1. Pre Judgment Hearings</li> <li>2. Preparation for Hearing/Trial</li> <li>3. Plea/Admission</li> <li>4. Bench Trial/Settlement</li> <li>5. Jury Trial</li> <li>6. Opinions/Orders</li> <li>7. Sentencing/Disposition</li> </ul> | <ul style="list-style-type: none"> <li>8. Post Judgment Hearings</li> <li>9. Community Transition</li> <li>10. Research</li> <li>11. Other</li> </ul> |
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Types 2 and 10 are not normally recorded on the CCS.

Type 9 does not apply to Capital Murder cases.

Type of action “CE” has been used to indicate “Clerk Entries” which are standard for capital murder cases but do not require Judge action. “SE” indicates Sheriff

<u>TYPE/ACTION</u>	<u>WCS/Notice/Calendar/RJO</u>			<u>STANDARD CCS ENTRY</u>
1,6	X		X	Affidavit for Probable cause filed and approved on the charge of Murder. Warrant ordered.
1	X		X	Initial probable cause hearing held. Probable cause order issued. Date set for state to file formal charges.
CE			X	Indictment filed.
CE				Warrant issued.
CE				Warrant returned, served on _____.
CE or SE		X	X	Initial Hearing set for _____. [RS]
1, 6	X		X	Initial hearing held. Order entered.
1, 6	X			Public Defender Eligible.
1, 6	X			Public Defender Appointed/Denied.
1, 6	X			Retention of Counsel Hearing.
				Omnibus date set for _____.
CE				Written appearance filed by _____ for _____.
6			X	Order approving transcript of _____ (Initial, Omnibus, Motions) Hearing filed and made a part of the record of proceedings.
CE				Notice of Intent to Interpose Defense of Insanity filed; to determine competency to stand trial.
1, 6	X	X	X	X Omnibus/pretrial hearing held. [RS]
1, 6	X	X	X	X Trial set for _____.
6	X	X		X Order appointing doctors to determine competency/sanity.
6	X	X		X Order for Sheriff to transport defendant entered.

CE					Report finding defendant competent/sane filed by _____. [confidential]
1, 6	X			X	Hearing held re: competency. Court finds defendant competent to stand trial.
1,6	X			X	Hearing held re: competency. Court finds defendant incompetent to stand trial and orders a commitment pursuant to law.
1,6	X	X		X	Order setting case set for guilty plea on _____. -or-
CE					Case set for guilty plea on _____. Guilty plea hearing held.
1,6	X	X	X	X	Guilty plea accepted.
1,6	X	X	X	X	Guilty plea denied.
1,6	X	X	X	X	Guilty plea and sentencing hearing. [Note: show disposition of counts at sentencing.]
CE			X		Motion to Withdraw Appearance filed by _____.
CE					Hearing set on _____. Hearing on _____ held.
1,6	X	X		X	Motion _____ granted/denied/taken under advisement.
CE					Motion to _____ filed.
CE					Response to motion filed.
6	X			X	Motion to _____ granted/denied, granted in part/denied in part, taken under advisement.
1	X				Hearing held.
6	X	X		X	Hearing set/hearing not set.
6	X			X	Hearing started _____. Hearing recessed to _____.
1,6	X	X		X	Motion to Sequester Jury. Order granted.
CE				X	Application for Death Sentence filed.
1, 6	X			X	Initial Hearing held on Application for Death Sentence. Hearing held on attorney qualifications under CR 24; order entered per CR 24.
1, 6	X			X	Motion for continuance filed/orally by _____. Hearing on _____ filed; Motion granted. Trial reset; defendant accepts dates.
6	X			X	Transcript on hearing filed; approved and made part of the record of proceedings.
6	X	X		X	Pre-trial Order entered.

Attachment No.1